

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to

Attention: Scheduling S	s and History, Records Management Division, 330 Capitol Rection.	Avenue, Atlanta, G	eorgia, 30334,						
FOR AGENCY USE	1, Agency Address	FOR RECORDS	MANAGEMENT USE						
Application Date	Department of Human Resources	Application Number							
November 17, 1975	Division of Mental Health & Mental Retard Agency-Wide	76-3	224						
Application Number	47 Trinity Avenue, S.W.	Date Received	Date Completed						
DHR-16	Atlanta, Ga. 30334	JUN 2 4 1976	JUL - 6 1976						
2. Person to Contact	Warking Title		Telephone Number						
Charles Braden	Director Support Service	s Unit	656-4908						
3. Action Requested									
a. 🚨 Establish Retention S	Schedule; record will continue to accumulate.								
the second of th	cumulation; no further accumulation anticipated.	-							
c. Amend Application									
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if dif	rterent) + C	may-leside						
1965   Present	Patient Pre-Admission Screening/Not Admi	tted Files							
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?									
The Division of Menta	l Health & Mental Retardation administers	the mental hea	lth, mental						
	developmental disabilities, drug abuse, a								
research programs. I	his Division is also concerned with commun	ity mental hea	1th, and the						
	State mental hospitals, rehabilitation an								
		_	•						
		•							
			·*						
·	Agency-Wide Application		: , .						
	1								
7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	mbers and titles, if a	ny):						
	cuments relating to pre-admission screenin	gs or intervie	ws of potential						
patients in D.H.R. In	stitutions.		·						
lastings <sup>3</sup> but not 1 ind	tod to man be adminuted from the large								
Pro-Fuel vation Inform	ted to may be admission forms; "Voluntary ,	Application fo	r Treatment"						
Conies of letters of	ation; Statements by referring physicians; referral; Letters of rejection of applica	Patient sell-	evaluations;						
evaluation material n	sed by Mental Health Institutions during t	cion, and Simi he evaluation	nrocese						
		oranucion	p200000.						
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	·								
<b>_</b>	18.								
File is arranged: chronol	ogically by year thereunder by applicant's	name.							
8. Monthly Reference Rate	How often are records referred to which are:								
One to six months old $\frac{5}{100}$ twenty-five months and older	; Seven to twelve months old 3; Thirteen to	twenty-four month	s old;						
9. Annual Rate of Accumulation	n of Records								
Letter-size drawers	; Legal-size drawers; Shelves; wide	Other (specify)							
State	wide	, , , -							
A#_60_21: Bay 26	(Oues)								

Yes   No.   10. Operationaliza   (Flags an TX* in the proper column)		-			فإمسان فالمساحد المارات المراجع		منسونا كالزوج والمساوي والمراجع والمساور	والمراق والمراوا والأراق والمراوا والمناف المساول والمراوا والمالية والمراوا		
In the three is it?   Does the series contain contidential information requiring security handling? If yes, cite law or regulation.   Does the series contain contidential Medical Record?   X	YES	NO	10.	Questionnaire	(Place an "X	" in the proper co	lumn)			
Code Step series contain confidential information requiring security handling? If yes, cits law or regulation.	×		a.		7 7 65	series?			· · · · ·	
X e. to this avoid record?  X d. Oose this ravial record?  X d. Oose this ravial record?  X d. Oose this ravial record re			<b>b.</b>	Does the series	മാനtain മാന്ദ്രി	ential information	requiring security ha	ndling? If yes, cite law or regula	tion.	
d. Oces this eries have historical or long term research value? Long term follow-up  8. When one or two documents in the file make it necessary to keep the entire file for a long period, could these decouments be upstabled sparsable?  7. Is the information contained in this series was subblished? If yes, attach copy. Possibly continued in file series and analyzed and/or recorded in a summarized report?  9. Is the information contained in this series was enalyzed and/or recorded in a summarized report?  18 yes, attach copy. Possibly in internal institution reports.  A Is this series for analyze action of this series in your office, or in another office or segmen?  X Is this series for analyze action of this period in your office, or in another office or segmen?  X Is this series for analyze action of this period.  X Is this series for analyze action of the year in a composer printing. Some institutions generate computerized  1. Does the preced arise result in a composer printing. Some institutions generate computerized  1. Resention Requirements  The following requires the series to be kery.  1. Status of limitation years.  4. Status of limitation years.  5. Status of limitation years.  5. Status of limitation years.  6. Administrative need 2 years.  7. Federal lew years.  9. Status of limitation would be necessary.  Attach copy or excert of laws or regulations. Explain administrative need.  11 applicant returns for reevaluation after a two year period, a new evaluation would be necessary.  12. Approved Disposition instructions  13. Hold in the current files area month(s) 2 year(s); then  14. Transfer to local holding area; hold year(s); then  15. Transfer to local holding area; hold year(s); then  16. Transfer to local holding area; hold year(s); then  17. Transfer to local holding area; hold year(s); then  18. Transfer to local holding area; hold year(s); then  19. Transfer to local holding area; hold year(s); then  19. Transfer to local holding the printing area of the printing and the printing area of the pr	X			Confidenti	al Medical	Record				
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